

# Early Intervention Training News

Administered by the United Cerebral Palsy of Greater Chicago and  
Funded by the Illinois Department of Human Services Bureau of Early Intervention

## How To Reach US

### Phone

708.444.8460  
ext. 250

### Toll Free:

866.509.3867

### Fax

708.444.8470

### EI Website

[www.illinoiseittraining.org](http://www.illinoiseittraining.org)

### Address

7550 W.  
183rd Street  
Tinley Park, IL 60477

## How to Reach

### Provider Connections

Phone: 800.701.0995

### Bureau of Early Intervention

217.782.1981

### Central Billing Office

800.634.8540

### Early Intervention Monitoring

800.507.5007  
217.726.2263

## NEW BILLING FORMS AND NATIONAL PROVIDER IDENTIFIER (NPI) INFORMATION

### Billing Forms

Beginning April 1, 2007 the (12/90) version of the CMS-1500 claim form will be discontinued. Providers nationwide will be required to use the revised (08/05) CMS-1500. The Early Intervention Central Billing Office will accept the (12/90) version of the form until May 23, 2007.

Beginning May 23, 2007 all claims submitted on the CMS-1500 form must be submitted on the new (08/05) version. On or after May 23, 2007 all claims submitted on the old (12/90) version of this form will be denied. The revised (08/05) version of the CMS-1500 form has been available since October 1, 2006.

The new UB-04 billing form was released for use on March 1, 2007. Beginning May 23, 2007 the old UB-92 form will be discontinued. Providers nationwide will be required to use the new UB-04 billing, billing form. Beginning May 23, 2007 all claims submitted to the Early Intervention Central Billing on the UB billing form must be submitted on the UB-04 version. On or after May 23, 2007 all claims submitted on the old UB-92 version of this form will be denied.

### National Provider Identifier (NPI)

Please keep in mind that in Early Intervention, it is the individual provider who is enrolled in the Early Intervention Central Billing Office (CBO) system. Not the payee. Therefore, it is the individual provider whose NPI number must be identified on all claims sub-

mitted to the CBO for payment on or after May 23, 2007. The exception is entities that provide Assistive Technology (AT) services. Some AT providers are enrolled as agencies. In addition, Early Intervention providers are enrolled in the same manner with the Department of Healthcare and Family Services (HFS). When submitting your NPI numbers to HFS, it is the individual PT, OT, DT, etc., whose number must be submitted.

All providers have been asked to go to the HFS website at <http://www.illinoisnpi.com> to enter their NPI information. Some of the information required includes the HFS provider type and category of service. For the provider type 55 and categories of service 007, 031 and 068 it has been determined that the provider should enter their provider type information under 199, unknown provider type and their category of service information under 199, unknown category of service. These categories are found at the bottom of the list. All other provider types should enter the required information based upon their discipline. If you have questions about the NPI process please call the Early Intervention Central Billing Office Call Center at 800/634-8540.

*“...On or after May 23, 2007 all claims submitted on the old (12/90) version of this form will be denied.”*

# A New Look at EI Report Writing

~ by EI Regional Training Consultants Maria Matticks, RN & Pam Wirth, LCSW

An important part of an Early Intervention therapist's job is writing reports. Although we know EI services are much more than a few written pages, the evaluation and assessment reports provide a blueprint as the team develops the Individualized Family Service Plan (IFSP) and plans for service. Parents read our reports, most often when no one is around who can explain some of the terminology or the significance of test results. So as a blueprint EI reports must also be family-friendly, readable and not subjective.

EI reports should be clear, objective, accurate and detailed. Comments from the field indicate the following concerns about EI reports.

- ◆ Unclear, difficult to read (both in information and copied report)
- ◆ Do not say anything positive about the child
- ◆ Not related to child's individual abilities
- ◆ Regurgitation of testing items vs. interpretation of skills assessed
- ◆ Obvious use of cut and paste, choppy
- ◆ Errors and Misinformation
- ◆ Not professionally written
- ◆ Spelling/grammatical errors
- ◆ Extraneous information included such as raw testing data
- ◆ Not enough information included



*Having enough time is always a concern. Following is a checklist prepared by two EI providers that you may find helpful.*

## Reason for Referral

- ◆ Is the person making the referral identified?
- ◆ Are the reasons for the referral and the areas of concern included?

## Concerns Expressed

- ◆ Are the concerns of the parent/caregiver noted, in place of your own concerns?

## Medical History/Reports

- ◆ Make sure to include the past and current medical status as reported by the family and from medical records.
- ◆ Is developmental information as reported by the family or referral source included?
- ◆ Are routines and activities of daily living stated? (daycare, sleeping and eating routines)

- ◆ Is child's family background included? (residence, parent's employment, history of disabilities)
- ◆ Current services identified and listed?

## Behavioral Observations

- ◆ Is information regarding test behavior provided?
- ◆ Did you include the quality of performance on the test?
- ◆ Is information objective with no assumptions?
- ◆ Are only relevant observations included?

## Clinical Observations

- ◆ Is a statement concerning validity of test assessment included?
- ◆ Are child's identified skills and behaviors related to your clinical opinion?
- ◆ Are impressions identified as such?

## Tests Conducted

- ◆ Test/Tool utilized is approved and appropriate.
- ◆ Did you indicate the purpose of the test/tool?
- ◆ Are age equivalents recorded?

## Clinical Narrative

- ◆ Are examples used to clarify what was tested?
- ◆ Is the "Strengths" section as long as the "Difficulties" section?
- ◆ In the "Difficulties" section, have terms cannot and unable been avoided?
- ◆ Have sentence structure and word choices been varied to enhance interest?
- ◆ Are the skills that were tested, rather than the tasks used for assessment, described?
- ◆ Are functional skills identified?

## Further Assessments Required

- ◆ If necessary, is Assistive technology listed here?
- ◆ Are diagnostic services or vision and hearing assessments necessary?

## Results/Implications

- ◆ Are recommendations made using phrases such as may be helpful, or would benefit from, rather than the words should and must?
- ◆ Are identified concerns addressed?
- ◆ Is the reason for recommendations clear?
- ◆ Are specific recommendations omitted? (frequency, type of provider)
- ◆ Did you check the appropriate box?

## Online Training Opportunities for Providers

For those of you interested in experiencing a different type of training opportunity, the Training Program is currently offering links to online training options which can be accessed from any computer with internet access. Log on to our website [www.illinoiseittraining.org](http://www.illinoiseittraining.org), select "Upcoming EI Training Calendar" and search the category "Online Training". The following training opportunities will appear.

- *Provider Training on Mandated Child Outcome Measures* – Credit Hours: 2 hours Assessment
- *Basic Level Autism Online Training*-- Credit Hours: 15.5 hours Atypical Child Development, 8 hours Working with Families, 18.5 hours Intervention, AND 12 hours Assessment (54 EI Contact hours total)
- *Billing for Early Intervention (Online Course)* - 2 Hours Working with Families
- *CVI - Damage to the Brain: A Common Cause of Visual Impairment to Children* - Credit Hours: 1 hour in Atypical Development, 2 hours Assessment, AND 3 hours Intervention (6 EI Contact hours total)

Our goal is to continue to expand this list of training options by developing new online curriculum and by partnering with other online training entities offering coursework focusing on the four core areas of early intervention professional development. Check back to the website regularly for additional training opportunities.



### Professional Journal Articles For EI Continuing Ed Credit

Beginning March 1, 2007, providers will be allowed to use 5 hours of credit obtained through the review of professional journal articles towards their 30 hours of continuing education and 5 hours for each of the core areas.

Other limitations will be that each journal article needs to:

- Be pre-approved by a discipline specific nationally recognized provider organization (AOTA, ASHA etc...)
- Be relevant to at least one of the four core areas and be focused on services to children birth to three and their families
- Show evidence that the organization offering the pre-approved journal article issued a certificate of completion to and recorded the participation of each individual who qualifies for the award of continuing education units (CEUs) or contact hours. Participants will have to show documentation of their certificates of completion to receive EI credit.

You will also need to download the EI Training Activity Request form and submit this with proper documentations to the training program to receive EI credit.

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## Background Checks Now Required!!!

The Early Intervention process for requiring Criminal Background Checks, CANTS/SACWIS checks, and Sex Offender Registry checks as a part of the EI credentialing will begin April 1, 2007 for NEW Credential Applicants. Go online to [www.wiu.edu/providerconnections/backgroundchecknew.html](http://www.wiu.edu/providerconnections/backgroundchecknew.html) for details regarding this process.

Beginning July 1, 2007 all providers RENEWING their credential will be required to complete the criminal background, CANTS/SACWIS, an Sex Offender Registry checks as a part of the credential renewal process. The first group of renewing Providers required to follow the process are those whose credentials expire July 31, 2007.

Go online to [www.wiu.edu/providerconnections/backgroundcheckrenew.html](http://www.wiu.edu/providerconnections/backgroundcheckrenew.html) for details regarding this process.



## Upcoming Early Intervention Conference Opportunities

*El Intervention Conference*

*June 13, 2007*

*The Keller Convention Center*

*Effingham, IL*

*2nd Annual Hope For All Conference*

*Promoting Autism Spectrum Disorder Awareness*

*July 13, 2007 ~ The Westin Northshore*

*Wheeling, IL*

*Sharing A Vision - EI Pre-Conference*

*October 17, 2007*

*The Crowne Plaza*

*Springfield, IL*

*Sharing A Vision*

*October 18 & 19, 2007*

*The Crowne Plaza*

*Springfield, IL*

More information and online registration

is available at the EI Training website.

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